

NAVSTABREMINST 1770.1  
CACO  
8 Oct 99

NAVAL STATION BREMERTON INSTRUCTION 1770.1

From: Commanding Officer, Naval Station Bremerton

Subj: MILITARY PERSONNEL DEATHS AND CASUALTIES

Ref: (a) NAVBASESEAINST 1770.2  
(b) MILPERSCOM 4210160  
(c) NAVMEDCOMINST 5360.1  
(d) NAVMILPERSCOMINST 1770.1

Encl: (1) [Points of Contact](#)

1. Purpose. To set forth responsibilities and procedures with regard to:

a. Deaths and casualties of military personnel attached to Naval Station Bremerton and Puget Sound Naval Shipyard or transients under the jurisdiction of this command by virtue of circumstance.

b. Casualties of military personnel not attached to or under the jurisdiction of this command but whose primary or secondary next-of-kin reside in the cognizant area of Commanding Officer, Naval Station Bremerton (NAVSTA Bremerton), as defined in reference (a).

2. Cancellation: This instruction replaces NAVSHIPYDPUGETINST 1770.1G.

3. Definition: A casualty is broadly defined as a person whose services are lost to the Navy due to (1) illness, accident, injury, or wound of a critical or serious nature; (2) missing (includes missing-in-action, interred in a foreign country, captured, or a prisoner-of-war); and (3) death.

4. Background. References (a) and (b) assign responsibilities for and outline formats to be used in reporting casualties. References (c) and (d) provide in-depth procedural guidance for the designated Casualty Assistance Calls Officer (CACO).

5. Responsibilities of NAVSTA Bremerton Officers:

a. Administrative Officer. The Administrative Officer will assign a CACO and an alternate in accordance with reference (a) and will exercise general supervision over notification and reports as necessary. Casualties due to an accident or occurring under

peculiar or doubtful circumstances will be subject to an investigation in accordance with the Judge Advocate General Manual (JAGM). The Administrative Officer will prepare the necessary appointing order.

b. Casualty Assistance Calls Officer (CACO): The CACO will comply with reference (d) in carrying out CACO duties and will keep the Administrative Officer fully informed as to actions taken. The assigned CACO will keep an up-to-date folder containing information pertinent to CACO duties for use by the Command Duty Officer (CDO), in the absence of the CACO.

c. Public Affairs Officer. The Public Affairs Officer will coordinate and control all news from NAVSTA Bremerton concerning casualties and deaths.

d. Command Duty Officer (CDO). In the event of a casualty at this command or assignment of a case to this command, the CDO will notify the CACO or the alternate. If the CACO and the alternate are not available or cannot be reached, the CDO will take action in accordance with references (a) through (d). An emergency CACO folder is available at the Quarterdeck to provide guidance.

6. Death or Serious Injury to NAVSTA Bremerton Military Personnel. The NAVSTA Bremerton CDO will immediately notify the following personnel in the order listed below in each case of death or serious injury to active duty military personnel attached to NAVSTA Bremerton.

- a. The NAVSTA Bremerton Commanding Officer
- b. The CACO
- c. The Public Affairs Officer
- d. The NAVSTA Bremerton Executive Officer
- e. The NAVSTA Bremerton Deputy
- f. The Chaplain
- g. The Administrative Officer
- h. The Commanding Officer, Naval Hospital, Bremerton, who in the case of death, will have the body removed to the hospital.

7. Casualty Assistance Calls Program Action. When casualty assistance is assigned to NAVSTA Bremerton by Commander, Navy Region Northwest, the CDO will notify the following personnel:

- a. The Chaplain
- b. The CACO
- c. The Public Affairs Officer, who will coordinate and control all releases concerning casualties to the news media.
- d. NAVSTA Bremerton Executive Officer
- e. NAVSTA Bremerton Deputy

8. Reports. All casualty and casualty assistance reports must be submitted in accordance with references (a) through (d). Direct telephone liaison with appropriate members of the staff, Commander, Navy Region Northwest, is authorized and highly encouraged, especially in the beginning phases of casualty assistance.

/S/

J. A. HOLDEN

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